



**Annual Report and Financial Statements**

**Year ended 1<sup>st</sup> April 2021 - 31<sup>st</sup> March 2022.**

**Charity Number: 1183372**

**Report dated  
January 2023**



**Medway Parent Carer Forum**

c/o Snapdragons, Cliffe Road, Strood, Rochester, ME2 3FF

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**Administrative information**

**Trustee's during the reporting period**

June Patey  
Keith Clear  
Shenda Smith  
Anita Oxenham  
Hannah Burke

**Steering Group**

Angela Debont  
Jayne Pardesi  
Lisa Scarrott  
Emma Kelliher  
Elizabeth Bradley  
Victoria Crone-Kontemeniotis (until June 2021)

**Volunteers**

Krystal Sutton  
Harriet Chatwell  
Sally Congram (until February 2022)  
Kate Fenner (until January 2022)  
Leigh Baseley

**Bank**

HSBC 231 High Street, Chatham, Kent, ME4 4BQK  
CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

### **Vision statement**

The forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

### **Mission**

Medway Parents and Carers Forum, work with (not for) the local authority, health, and local services to improve services for children and young people with special educational needs and/or disabilities (SEND) and their families, by ensuring that families' voices are heard by planners and decision-makers.

We provide an opportunity for parents and carers to express their views and input into the planning and delivery of SEND services. Wherever possible, we aim to work in co-production.

We signpost, support, and empower families to obtain the best possible support and services for their children.

### **Our Aims**

- To have a collective voice, around common issues.
- To work in partnership with those who provide services and support.
- To raise awareness of what support /services are needed.
- To raise awareness of issues faced by our children.
- To share experience and knowledge.
- To give feedback.
- To ensure that the future for our children is a good one.

To achieve these aims we need families support, our strength and effectiveness rely upon their opinions and viewpoints.

### **Objectives**

- We will continue raising common issues that affect all types of disabilities.
- Through shared knowledge, the forum will raise awareness of the groups and services available to the Medway Community.
- Work together in partnership, to gain the right outcome on policy making and service provision for all disabilities.

## **Ensuring our activities achieve our objects and benefit the public.**

The Forum has been created to help parents and carers of disabled children to have a say in the way services are shaped and delivered in the Medway area, in Education, Social Care and Health services.

We benefit the public and our members by being their combined voice in attendance at meetings and planning for services in the Medway area. We are the established and committed individuals that attend the same meetings and put across the parents and carers thoughts, feelings, frustrations, and elation. Ensuring inclusion for all and transforming services for service users.

We ensure that all our activities undertaken by the forum meet our Vision, Mission, Objects, and Objectives. At the heart of the forum are Trustees that want to ensure the future of the forum and the community ties that we have already built, in coproduction and consultation. Looking to a future where coproduction is natural and inclusive. This enables our parents the autonomy, confidence and empowering their progression of dealing with the needs of their young persons. They are part of a community of like-minded individuals changing the future of services and support.

This year we have helped support various initiatives from the local authority and our parents and carers, we constantly feedback to our members about what has been achieved and to the professionals that supported parents and carers. We have received great feedback from the professionals on how they enjoyed meeting parents and carers, and that felt the sessions achieved what the session objectives were.



## **Review of activities**

The forum maintains 3 different Facebook pages.

MPCF (Medway Parents and Carers Forum) Professionals page

MPCF (Medway Parents and Carers Forum) Professional parents' page

MPCF family page

also

LinkedIn

Instagram

Twitter

We also attend Local Authority meetings for Health, Social Care, and Education.

Here are some of the events we attended between April 2021 and 31<sup>st</sup> March 2022.

At these meetings we represent our membership of parents and carers, engage with the committees and local authority on parents and carers views, feeding back to parents and carers after also.

## **April 2021**

9<sup>th</sup> Medway Voluntary Action group meeting

10<sup>th</sup> Trustees and Angela Finance lead

14<sup>th</sup> Grant Training Lisa and Angela listened in.  
Team get together

16<sup>th</sup> Sue Gibbons Parent strategy leaflet. From Clinical Commissioning Group

19<sup>th</sup> Coffee meeting with Local Offer Officer

20<sup>th</sup> Clinical Commissioning Group catch up

22<sup>nd</sup> Team meeting 11am

Introduction to Sue and Wendy 2pm from Clinical Commissioning Group and Local authority

23<sup>rd</sup> Medway Voluntary Action group meeting

27<sup>th</sup> Family action

## **May 2021**

4<sup>th</sup> Coffee evening with Sendias Lisa Omer

6<sup>th</sup> Sue Gibbons 11.15

Laura from Sendias 2pm

7<sup>th</sup> Clinical Commissioning Group

Southeast National Network Parent Carer Forums regional meeting LS

Task and Finish Group SEND Assurance framework LS

11<sup>th</sup> Send Operational Group

Overview & Scrutiny Performance Data Workshop

14<sup>th</sup> Adult Social care Strategy Information and Q&A session

18<sup>th</sup> Liaison Medway Council, education, and Clinical commissioning group

19<sup>th</sup> Kent /Medway integrated Partnership Group

26<sup>th</sup> Kent Foetal Awareness spectrum disorders partnership group

27<sup>th</sup> Jack Rye Commissioning group

## **June 2021**

4<sup>th</sup> Medway Voluntary Action Covid response

15<sup>th</sup> Forum/Clinical commissioning group

- 16<sup>th</sup> Kent/Medway Intergrated Partnership
- 18<sup>th</sup> Medway Voluntary Action Covid response
- 21<sup>st</sup> Post 16 event held online
- 22<sup>nd</sup> Post 16 employment event held online
  - Inaugural Children's Professional Advisory Board
  - Children and Young People Overview & Scrutiny Data Workshop
- 23<sup>rd</sup> Post 16 event Health held online
- 24<sup>th</sup> Post 16 event Social Options held online
- 25<sup>th</sup> National Network Parent Carer Forums SE regional meeting
- 28<sup>th</sup> Coffee morning with Raising youth
- 30<sup>th</sup> MPCF Liaison with Medway Council and Clinical Commissioning Group

## **July 2021**

- 2<sup>nd</sup> Medway Voluntary Action Covid response
- 15<sup>th</sup> MPCF/Sendias
- 16<sup>th</sup> Medway Voluntary Action Covid response
- 20<sup>th</sup> MPCF/Clinical Commissioning Group
  - Send Partnership Board
- 21<sup>st</sup> Intergrated care Partnership board-cancelled
- 22<sup>nd</sup> Trustees meeting
- 26<sup>th</sup> Coffee meeting with Adult Social Care
- 29<sup>th</sup> Trustee training

## **August 2021**

- 3<sup>rd</sup> Medway and Swale Children's Clinical and Professional advisory board
- 11<sup>th</sup> Sit on panel for Interviews for partnership commissioner
- 18<sup>th</sup> Intergrated Childrens Partnership group
- 19<sup>th</sup> Kent and Medway Intergrated Childrens Delivery Board
- 28<sup>th</sup> Sticks and Stones event (All day) Fort Amhurst

## **September 2021**

- 1<sup>st</sup> Childrens and Young People Overview & Scrutiny Data workshop
- 3<sup>rd</sup> Hidden Disability Rochester Cathedral
- 6<sup>th</sup> Medway Council Accelerated Progress Plan Monitoring meeting
- 7<sup>th</sup> Youth Medway Foundation
- 9<sup>th</sup> Online coffee meeting with SEN Transport
- 10<sup>th</sup> Medway Voluntary Action Covid response
- 14<sup>th</sup> Send Operational group
  - Preparation For Adulthood group
- 16<sup>th</sup> Coffee morning with Medway Engagement Group and Network (MEGAN CIC (Community Interest Company))
  - Kent and Medway Intergrated Children's Group
- 16<sup>th</sup> Liaison MPCF/Medway Council/Clinical commissioning group
  - Accelerated Progress Plan from Ofsted prep
- 17<sup>th</sup> Meeting facilitated between SEN transport and Featherby school parents
- 20<sup>th</sup> Accelerated Progress Plan review meeting/SEND Accelerated Progress Plan monitoring meeting with Department for Education and NHS England



- 21<sup>st</sup> MPCF/Clinical commissioning group with Medway Community Healthcare
- 22<sup>nd</sup> Patient experience strategy MST
- 23<sup>rd</sup> Accelerated Progress Plan and Trustees feedback
- 27<sup>th</sup> Coffee meeting with SEN transport
- 28<sup>th</sup> SEND Partnership Board

## **October 2021**

- 1<sup>st</sup> Coffee morning at Snapdragons
  - Sendias catch up
  - National Network Parent Carers Southeast regional meeting
- 4<sup>th</sup> Coffee morning with Think Forward
- 6<sup>th</sup> Facilitated Paediatric First aid training for parents at Bridgewood Manor
- 7<sup>th</sup> Interviewing for partnership commissioner and post debrief (all day)
- 8<sup>th</sup> Medway Voluntary Action covid response
- 13<sup>th</sup> Coffee meeting with Prevent (online)
- 15<sup>th</sup> Accelerated Progress Plan moving forward meeting with Medway Council
- 19<sup>th</sup> MPCF/Clinical commissioning group
- 20<sup>th</sup> Kent and Medway Childrens Intergrated Partnership group
- 25<sup>th</sup> Catchup meeting with commissioners re NHS England project
- 26<sup>th</sup> SEND partnership board
- 28<sup>th</sup> Kent & Medway Intergrated children's delivery board

## **November 2021**

- 8<sup>th</sup> Small Steps meeting Magpie Hall Road
- 10<sup>th</sup> SEND OP/ Accelerated Progress Plan moving forward meeting
  - Saxon Way Primary School SEND event
- 11<sup>th</sup> MPCF/Medway Council/Clinical commissioning Group Liaison
- 12<sup>th</sup> Medway Voluntary Action Covid response
- 15<sup>th</sup> What is SEMH (Social Emotional Mental Health) coffee meeting
- 16<sup>th</sup> Clinical Commissioning Group/MPCF
- 17<sup>th</sup> Kent and Medway Intergrated Childrens Partnership group
- 24<sup>th</sup> Coffee meeting on Zoom with speaker re Wills and Trusts
- 25<sup>th</sup> Kent & Medway Intergrated Childrens Delivery Board
  - MPCF/SEN team/Sendias
- 29<sup>th</sup> Coffee morning – speaker (Ed Psych cancelled but meeting went ahead)
- 30<sup>th</sup> National Network Parent Carers Forum Conference all day

## **December 2021**

- 1<sup>st</sup> National Network Parent Carer Forums Conference all day
- 2<sup>nd</sup> Coffee meeting on Zoom with speaker re Wills and Trusts
- 3<sup>rd</sup> Introductory meeting to MPCF of Local Authority's new Assistant Director of SEND and Education- Celia Buxton
- 4<sup>th</sup> Mid Kent College

- 7<sup>th</sup> Introduction to Parent Carer Forum's and being a parent rep Ruth Hobbs (training for volunteers)
- 10<sup>th</sup> Sendias/MPCF  
Medway voluntary Action covid response
- 13<sup>th</sup> Coffee meeting with SEN transport – online  
ND steering group
- 15<sup>th</sup> Kent Medway Intergrated Childrens Partnership group
- 16<sup>th</sup> Trustee legal governance on Zoom
- 21<sup>st</sup> MPCF/Clinical Commissioning Group
- 22<sup>nd</sup> Kent and Medway Childrens Intergrated Delivery Board

## **January 2022**

- 6<sup>th</sup> Children and Young Person Overview & Scrutiny committee
- 6<sup>th</sup> Feedback re survey
- 11<sup>th</sup> Trustees Meeting
- 13<sup>th</sup> MPCF/Medway Council/Clinical Commissioning Group Liaison
- 14<sup>th</sup> Medway voluntary Action Group
- 19<sup>th</sup> Kent and Medway Integrated Childrens Partnership
- 20<sup>th</sup> Kent and Medway Intergrated children's Delivery Board  
Preparing for Adulthood Housing conference
- 25<sup>th</sup> Featherby Rd School  
MPCF/Clinical Commissioning Group  
SEND Partnership Board
- 31<sup>st</sup> Lordswood coffee meeting

## **February 2022**

- 2<sup>nd</sup> MPCF/Medway Community Healthcare Memorandum of understanding discussion
- 7<sup>th</sup> MPCF/Medway Council catch up
- 8<sup>th</sup> Medway & Swale Childhood Obesity taskforce inaugural meeting
- 16<sup>th</sup> Kent and Medway Intergrated children's partnership group
- 21<sup>st</sup> Trustees meeting
- 22<sup>nd</sup> MPCF/Clinical Commissioning Group
- 23<sup>rd</sup> CYP Overview & Scrutiny Data workshop
- 24<sup>th</sup> Autism SE sensory workshop – stall
- 25<sup>th</sup> Meeting with SEN transport
- 28<sup>th</sup> EHCP training

## **March 2022**

- 1<sup>st</sup> Online meeting with parents and SEN transport
- 3<sup>rd</sup> Understanding and improving coproduction session 1  
MPCF/Medway Council/Clinical Commissioning Group liaison  
CYP Overview & Scrutiny committee
- 4<sup>th</sup> Understanding and improving coproduction session 2

Facilitate an online meeting with Parents of Hope view school and Send transport

6<sup>th</sup> Meet with new Junior reps to discuss Young Peoples Facebook page

7<sup>th</sup> Coffee meeting with parents and Assistant Director of SEND and Education

8<sup>th</sup> Local Offer MPCF/Medway Council Local Offer Officer

9<sup>th</sup> Developing a logic model for Intergrated children's service Medway and Swale

Preparing For Adulthood group

10<sup>th</sup> MPCF/Medway Council/Clinical Commissioning Group liaison

Facilitate online meetings between SEN transport and parents of Elaine school

11<sup>th</sup> Southeast Parent Carers Forum regional meeting

16<sup>th</sup> Developing a practitioner framework to support delivery of Intergrated Childrens Service Swale & Medway

17<sup>th</sup> Kent and Medway's Intergrated Children's delivery board

18<sup>th</sup> Medway Headteachers Secondary Association virtual meeting

Discussion re Meet Social care - Andrew Oates /LS

21<sup>st</sup> MPCF Annual General Meeting- online

22<sup>nd</sup> EYFS leaders' discussion

EHCP fit for purpose workshop for parents - online

Meeting re Peer associates cover for Medway with Joanne Waller Kent

23<sup>rd</sup> Task and Finish group Early years Covid response

MPCF/Clinical Commissioning Group

25<sup>th</sup> Catch up with Celia Buxton Assistant Director SEND and Education and MPCF Forum leadership team

28<sup>th</sup> Tunbury school

30<sup>th</sup> Child Health conference

## **Future plans**

Our future for the Medway Parent Carer Forum is to engage and recruit more Trustees into the forum and elevate the number of volunteers we have.

Carry on with our successful coffee meetings.

Carry on meeting the needs of our members, by being their voice at local authority and charity meetings.

Ensure training is available to our members for subjects they feel they need support in.

Enlist the help of more professionals for our Meet the Professionals Coffee Meetings.

Ensure that co-production carries on between ourselves Health, Education and Social Care.

Keep our membership growing, whilst retaining our current members, and whilst safeguarding our young people.

Engaging and networking with other charities to support the voice of our parents and carers.

Support individual family needs with applying for EHCP's, and Form filling.

Support parents/carers and Local authority with independent evaluation of ECHP plans.

To employ administration staff, for day to day running of the office, a volunteer coordinator, and a family support officer.

## **Financial planning**

Over the past few years, we have worked tirelessly to coproduce with both the Local Authority and Health to help shape Children's services. Coproduction is well known to increase both cost efficiency and consumer satisfaction. The fulfilment of what is for the authority a legal requirement, (that underpins both the Children and Families Act and the Care Act) has however financial implications on the Forum, and we have been becoming increasingly stretched to coproduce whilst still covering our everyday activities. It is now usual in most authorities for the LA to match the Department for Education funding to Forums to allow them to coproduce effectively.

We have put together a business plan for the next year.

We apply for a grant from the Department of Education yearly, via Contact.

Which we have been successful in receiving for the last 13 years. Since we were formed in 2009. The other form of finance we received came from the Local Authority.

## Management

The trustees are responsible for the overall management and control of the Medway Parent Carers Forum and meet a minimum of 4 times a year. The work of implementing most of the policies is carried out by the members of the Steering Group, who meet at least 6 times a year. The Steering Group prepare the papers, manage the accounts and the review of any matters arising. They also deal with the day to day running of the Forum, including but not exhausting social media, emails, telephone enquiries and running of the office.

All trustees give of their time freely and no remuneration was paid in the year. Expenses were paid in the year.

No trustee or person connected with a trustee received any benefit from the Medway Parent Carers Forum.

## Statement of Trustees Responsibilities.

The Trustees are responsible for preparing a Trustees 'Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Medway Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011. The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.





## Membership

A member may be an individual, a corporate body, or (an individual or corporate body representing) an organisation which is not incorporated. Membership of the CIO (Charitable Incorporated Organisation) is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members.

We currently have around 93 members recorded, having completed a membership application form. These members have full voting rights. The membership is currently under review, and all members are being asked to submit a new membership form and being supplied with a new membership card.

We also have members divided amongst our Facebook pages, The Professional page has 64 members, The Professional Parent page has 90 members, and the Family page has 1179 members. This has been steadily increasing, via word of mouth, information days, Charity events, Facebook advertising on other groups, and through the children's centre at Snapdragons. These members do not have voting rights until they have completed a membership application form.

The pages enable our members to interact with each other, support and encourage and share information. This is always encouraging to see members supporting each other and helping us to change the future of services for our young people.



## Statement of Accounts

Medway Parents and Carers Forum CIO										
Financial Statements										
Income and Expenditure 1st April 2021 - 31 March 2022										
	Notes	2022 Unrestricted funds	2022 Restricted funds	2022 Total funds	2021 Unrestricted funds	2021 Restricted funds	2021 Total funds	2020 Unrestricted funds	2020 Restricted funds	2020 Total funds
1										
Receipts										
Grants DfE		-	9304	9304	-	15000	15000	-	11189	11189
Grants Medway Council		-	-	0	-	-	0	-	7500	7500
Grants CGG		-	7500	7500						
Donations		508	-	508						
Total Receipts	2	508	16804	17312	0	15000	15000	0	16689	16689
Payments										
Parent Carer Expenses	3		1127	1127		1084	1084		4560	4560
Laptops			987	987		3594	3594			
Mobile Phone			-	0		239	239			
Storage Unit			1139	1139		983	983			
Insurance			363	363		387	387		303	303
Meetings and Events			139	139		0	0		324	324
Training			1667	1667					1155	1155
Promotional Items			780	780		2194	2194		660	660
Uniform			339	339		0	0		371	371
DBS Credits			122	122		106	106			
DBS Licences			748	748		1353	1353		463	463
Software licences			144	144		144	144			
Zoom			800	800						
Professional Fees			111	111						
Bank Charges			111	111		947	947			
IT Support			1187	1187		314	314		198	198
Telephone			344	344		950	950		818	818
Office Costs ink stationery etc.			1230	1230		28	28		8	8
Website			2379	2379						
4										
		0	13806	13806	0	12323	12323	0	8860	8860
Net Surplus/(Deficit) for the Period										
Cash and Bank balance brought forward		508	2998	3506	20463	2677	2677	0	9829	9829
Cash and Bank balance transferred from unincorporated organisation	5	20971	15504	36475	20463	12506	32969	20463	0	20463
Cash and bank balances carried forward		20971	15504	36475	20463	12506	32969	20463	9829	30292

# Medway Parent Carers Forum Charity number 1183372

Medway Parents and Carers Forum CIO

Charity No 1183372

Notes to the Financial statement  
For the period ended 31 March 2022

## Notes

### 1 Basis of preparation

This Financial Statement has been prepared on a income and expenditure basis inline with our DfE grant monitoring return administered by Contact

### 2 Grants

	2022 Unrestricted funds	2022 Restricted funds	2022 Total funds	2021 Unrestricted funds	2021 Restricted funds	2021 Total funds	2020 Unrestricted funds	2020 Restricted funds	2020 Total funds
Department for Education		9304	9304		15000	15000		11189	11189
CCG		7500	7500						
Medway Council		-	0		-	-		7500	7500
	-	16804	16804	-	15000	15000	-	18689	18689

Department for Education Grant is restricted for the purpose of facilitating parent participation through the development of the Forum and associated running costs. Any underspend must be returned.

Medway Council and CCG Grant is restricted to the tasks defined in an agreed business plan

### 3 Parent Carer expenses

No remuneration, either directly or indirectly, has been paid to the Trustees during the accounting period.  
This category includes travel expenses for volunteers and parent carers paid at HMRC approved rates.

4 Payments	£44 Medway Council funding
	£13,762 DfE
	<u>£13,806</u>

### 5 Cash and Bank Balance

Medway Parents and Carers Forum registered as a Charitable Incorporated Organisation (CIO) on 13th May 2019.  
Prior to registration it was operating on an unincorporated basis. All assets and liabilities of the unincorporated group were transferred to the CIO on this date.  
MPCF hold a current account with HSBC and a current account and savings account with CAF Bank

### 6 Fixed Assets

Medway Parents and Carers Forum maintain a register of fixed assets. Fixed assets were transferred from the unincorporated group, valued at £1969

Items have been purchased are now valued as follows after depreciation

2021/22 Purchases	2020/21 Purchases	Items Transferred
Laptop 454	laptop x 6 2157	iphone6 0
Ipad 319	Samsung phone 149	ipads x 5 797
Value March 22 773	2306	797
		<b>£3,876</b>

### 8 Taxation

Medway Parents and Carers Forum is not registered for VAT or Gift Aid



**Medway Parents and Carers Forum CIO**

Charity No 1183372

Statement of Assets and Liabilities  
As at 31 March 2022

	Notes	2022	2021	2020
<b>Current Assets</b>				
Current Account	HSBC	23072	30969	30292
	CAF	<u>13403</u>	<u>2000</u>	<u>30292</u>
		<u>36475</u>	<u>32969</u>	<u>30292</u>
<i>Comprising</i>				
<i>Unrestricted Funds</i>		20971	20423	20463
<i>Restricted Funds</i>		<u>15504</u>	<u>12506</u>	<u>9829</u>
		<u>36475</u>	<u>32929</u>	<u>30292</u>
<b>Fixed Assets for the charity's use</b>	6	3876	4742	1969
<b>Total Assets</b>		40351	37671	32261
<b>Current Liabilities</b>				
Creditors		nil	nil	nil

These financial statements were approved by trustees on 30/01/2023  
and signed on their behalf by the Chair

Shenda Smith  
Chair of Trustees

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2022. The accounts comply with current statutory requirements, the governing document, and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:

**Shenda Smith**

Shenda Smith Trustee  
Date 30<sup>th</sup> January 2023